

Job Title: Upper School Director

Exempt-Status (Hourly/Salary): Exempt, Salary

Purpose: The Upper School Director shall serve as the lead administrator for middle and high school grades. Responsibilities will include supervision of students and teachers, and serving as the first point of contact for parents for concerns in the upper grades.

Duties and Responsibilities

- Assist with creating a collaborative work environment that promote continuous improvement and community.
- Assist in the planning and implementation of effective, efficient school operations.
- Demonstrate the ability to solve complex problems and clearly communicate solutions to involved stakeholders.
- Assist in the progress monitoring of student achievement.
- Monitor and support communications both within the school and externally to parents.
- Demonstrate leadership in the development and implementation of effective teacher learning communities that produce desired results.
- Model the SRCA Core Values through all student, parent, and professional interactions.
- Assist with human resource functions including interviewing, recruitment, monitoring attendance, supervision, evaluation and duty creation.
- Complete essential tasks in the absence of the Head of School.

Skills and Characteristics

- Excellent communication skills in all formats including but not limited to written, spoken, in-person, and digitally.
- Demonstrate the ability to forge relationships with students, parents, colleagues, and community
- Consistently demonstrate organizational and technology skills
- Demonstrate resourcefulness in setting priorities and guiding investment in people and systems
- Self-directed with the ability to work both autonomously and in teams
- Must possess the emotional intelligence to work as a team player and manage the stresses of the job duties with domestic life
- Contributes to a positive school culture that supports students, focuses on academics, and ensures that the school achieves its mission
- Complete other duties as assigned by the Head of School that support instructional excellence at SRCA

Eligibility Requirements

- Must have or be able to obtain NC Principal's License
- Must have a Master's Degree in school administration or equivalent (MSA)
- 5 years successful teaching experience preferred
- Alternative qualifications considered appropriate and relevant by the Head of School

Pay Grade

NCDPI Assistant Principal Scale